RAW TRANSCRIPT

This is a captioning test.

The date is January 20, 2015.

The time is 2:00 p.m. CST.

IMLS.

Native-American enhancement grant webinar.

   (standing by.)

   (standing by.)

   >> We had some technical difficulties.   I'm going to put James and me on speaker so you can hear us.

   >> I think we are all set.   Fortunately we haven't started the recording.   So for the record, it won't go on that we have had technical difficulties or operator error.   You can see the instructions right here.   The number for dialing in is not this number.   It is 1888 as Sarah put in the chat box. 1-888-272-8702.   The guest I.D. is 2053175-pound.   And with that, we will go ahead and start recording.   We are also going --

   >>   Recording started.

   >> We are going to make the recording available on our website within the next few days. If you would like to save slides, please follow the instructions here.   Go to file up in the far left corner, click on save, and then select white board. And be sure to save the slides as a   .pdf.   Also,

if you want to turn on closed captioning, go to the top menu, and select window, and then show closed captioning.

If you have a question during the session, please type your question in the chat box, and then at the end of the presentation, we will hold a Q and A session.   We are going to keep you muted during the presentation.   So we will just need you to use the chat box, if you have any technical difficulties or other questions.   Then we will help you out with that.

My name is Mary Alice Ball, senior program officer in the Office of Library Services.

>> JAMES LONERGAN: Hi, I'm James Lonergan also a senior program officer at IMLS.

>> MARY ALICE BALL: Today we will talk about the Native-American enhancement grants program.   To give you a sense of what we are going to cover today, we want to give you background information on the Institute of Museum and Library Services, and the enhancement grant program itself.

We want to talk about types of projects that have been funded, and what are the building blocks of a good proposal.   What are some gaps and pitfalls, what does the peer review process entail?   We are going to rely on you to read the

guidelines carefully, for details on what is required, and how to complete the forms and submit the application.

Am I right in assuming everybody can hear me? If you are having a problem, type it in the chat box. If not, I'm going to go ahead.

What's new?   Well, IMLS is restructuring library services, and we have a new team that is working on Native-American programs, James Lonergan has been senior program officer on the grants to state side, and we are merging the grants to states and discretionary programs.

James is going to lead the Native-American program and I'll be working with him on it, Mary Alice Ball.

We have some things that were, that we have to respond to, that come from the Office of Management and Budget.   I'm trying not to say imposed upon us but maybe that is what it is like. It's all about grant reform and making it easier for you as an applicant or as a grantee to know what our programs are about, and so OMB is asking all federal grant programs to work on simplification, consistency, and transparency of their programs.

We now call guidelines, Notice of Funding Opportunity.   Notification of Funding Opportunity. And we quite often refer to that as NOFO.   The

other big thing is that there is a change in the indirect cost rate program.

The 2012-2016 IMLS strategic goals remain the same.   So if you have already worked with the enhancement grant program or another IMLS program, you have heard about these before maybe.   One is learning.   IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

2, community, IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3, content.   IMLS supports exemplary stewardship of museum and library collections, and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

The Native-American enhancement grant program is what we are going to discuss today. So we want to start off with who is eligible. Federally recognized tribes and Alaska native villages, village corporations, and regional corporations, under BIA and ANCSA.   And also tribes that have a basic grant or have applied for one.

The deadline for enhancement grants is 11:59 p.m. on March 2.   And all applications as in the past and with all of our programs, all applications must be submitted through grants.gov.

Enhancement grants are competitive grants of up to $150,000 for one or two-year projects. Enhancement grants projects may enhance existing library services or implement new library services.

In terms of types of activities, that can be funded with an enhancement grant, in brief the funds can be used for, one, expanding services for learning and access to information and educational resources in a variety of formats.   2, establishing or enhancing electronic and other linkages.

3, providing training and professional development.   4, developing public and private partnerships.

5, targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.   6, targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities.   7, developing library services that

provide all users access to information through local, state, regional, national, and international collaborations and networks.

And 8, carrying out other activities consistent with the purposes of the library services and technology sub chapter of the IMLS statute.

How are the awards determined then? Enhancement grants undergo a two-tiered peer review process, with reviewers who have experience with tribal libraries. Reviewers evaluate applications according to the criteria identified in the program guidelines or Notice of Funding Opportunity.

The IMLS director makes funding decisions based on the reviewers' evaluations and the overall goals of the program and the agency.

You can get more information on the Native-American library services enhancement grants program at this link, for general information, and then you can get the Notification of Funding Opportunity at the second link.

Be sure to follow all the links in the guidelines, to get all the information you need about the application process.

What types of projects are funded? These are some examples of ones that we have funded recently, developing prereading and early reading

skills with a focus on families reading together. Digitization of unique archival collections and creating on-line digital collections. Digitization of family and historical photos with accompanying oral interviews. Story telling projects, both traditional and digital. Digital literacy skills, and G.E.D. programs and job seeking skills. Collection development and programs to promote new collections.

Some more are library automation and consortium participation, cultural activities centered around health issues and economic sustainability.

Traditional knowledge and language revitalization, genealogical projects and community building, satellite mini libraries in tribal facilities around the reservation. Outreach to elderly and individuals with disabilities. Summer reading programs and book clubs, or introducing eBooks.

Basically, there are two simple rules you need to remember. Rule number 1: Read the guidelines carefully.

We can't emphasize this enough. They give you a step by step set of instructions on where to find and how to complete all the components of the application. They give you a clarification of

policies and regulations that govern IMLS grants. And a description of the criteria that reviewers will use to evaluate your proposal.

Rule number 2 is, E-mail us.

If something is unclear in the guidelines, or if you want some feedback on your application or ideas, just send us an E-mail.   Please note that we are not able to review draft applications, but we can review one-page abstracts on what you propose.

You can contact either James or myself, Mary Alice Ball, at NALShelp at IMLS.gov.

The building blocks for putting together a proposal are really to start at the beginning, start at the bottom block with community-wide library services needs assessment.

If you don't know what your community needs, then you can't make a compelling case.   Or if you can't discuss what your community needs, you can't really make a compelling case for funding.

So you begin there, and then move on to project planning, using the review criteria and the NOFO as your guide.

Develop goals, objectives, and a project time line.   Determine resources needed and develop a budget.   Prepare other required documents.   And then prepare and gather supporting documents.

And with those as your stepping stones, then you will be able to write a complete proposal.

Let's start with that library services needs assessment. Reviewers will look for a formal or informal assessment of community needs and library capacity in order to understand how the library addresses that need.

They will look for baseline data that can be used to determine project results. So you can use informal conversations, surveys, focus groups, one on one discussions, community meetings, and however else you communicate with all your community members, not just the library users, in order to create that baseline data.

The baseline information to measure success at the end of your project, you can ask questions like, what services do you use now at the library. What does the library do well? Why do you come to the library? Then to help with determining priorities and a focus for your project, you may want to ask, what could be improved in our library services? What services would you like to see in the future? What do you think should be the library's number one priority in the next two years? Or if you don't come to the library, what services could we offer that would bring you in?

Under project planning, you want to start off by

compiling the information from your needs assessment, and then sifting through that for priorities that emerge.   What are the one or two needs that rise to the top?   And then ask: Do these community priorities fit the library's mission?   Is this something that is appropriate for the library to do?   What will you need in order to be successful?

   You also want to ask, where can you get advice?   Who are the experts?   Check back with your community members, as you get input, and revise your proposal if necessary.

   What are the current best practices for this type of project?   What are other libraries doing that works well?   Do you have a project that is realistic and doable?   Develop goals and objectives. Why are you doing this?   What's the purpose? What change are you trying to bring about?   And what benefit will it bring to your community?   Is it a reasonable return on the investment?   What group or groups will you target?   And how will you measure the results and evaluate your project's impact?   Will the project be sustainable?

   Now it comes to determining resources and budget.   This can be a challenging part.   So we want you to begin by asking, what are the necessary skills and expertise that you need?   On

staff?   Do you want to outsource it?   A consultant?   Do you want to have training?   Can you lower the costs by sharing infrastructure or by collaborating with others?   What is a practical work plan?   Is it cost effective and efficient?   Can you provide any cost share?

    You need to prepare the required and other documents.   You must submit a complete application, through grants.gov, with all of the required documents.   And the guidelines list the required documents.

    Some are conditionally required, for example, the digital content supplementary information form.

    I would encourage you with the digital content supplementary information form to fill it out, even if you put "not applicable" and submit it.   It's just one less thing that we would have to come back and ask you to fill out later.

    Supporting documents might include your needs assessments, letters of support, plans or reports. Now I'm going to turn it over to James for the rest of the presentation.

    >> JAMES LONERGAN: Thanks.   We are going to talk about writing the proposal.   There are four components to the narratives.   The first is the introduction and needs, assessment of needs, generally around two pages we suggest.   Project

goals and expected results, usually a page and a half, project design and required resources, about three pages. Evaluation methods, dissemination, and sustainability section, usually a page and a half.

In the introduction, we ask you to briefly describe your community, the current role of the library and the purpose of the proposed enhancement grant project, and how it relates to that specific need. An example here is our enhancement grant project is designed to enhance the knowledge of tribal history and culture in our community. In our needs assessment, both children and adults wanted to learn about our history through engaging, hands-on informal methods that integrate an intergenerational community building approach.

With the assessment of need, you want to talk about the type of assessment that you conducted. Why do you consider your approach to be the best solution to meet the needs of the targeted audience? We want you here to be specific and say we conducted a needs assessment in March of 2014 that involved, and it was determined that a top priority in this needs assessment was ... we have tailored our project to meet this need in the most efficient, most comprehensive way by

integrating several different types of programs and approaches that our community has indicated an interest in and which represent current best practices relating to ...

The project goals and expected results, we want to talk about the goals that you want to achieve by the end of the project period.   Specifically, what new knowledge, skills, attitudes, or behaviors do you expect to see in your audience?   How will it specifically benefit the individuals or groups that you have served?   For example, as a result of your project, community members will be able to access your collections on-line and find the information they need in a timely manner. Families will read together more frequently and parents and caregivers will know how to teach their children literacy skills at home in a fun and engaging way.   Community members will report that their knowledge of tribal history and culture has significantly deepened.   We would like to also describe the products and tools that you will develop to meet those goals, for example formal and informal workshops on local history and traditional crafts, specialized collection focused on tribal history and culture, including oral interviews of your elders.   Series of lectures by tribal leaders and informal discussions based on resources in

your new special collection.   Bilingual digital book of local tribal and family history by community members, illustrated by local artists.   The project design, for each project goal you want to describe the specific resources you will need to achieve success.

You want to include permanent staff expertise and time commitment, temporary staff, consultants, materials, training, technology, partners and equipment.

You want to describe how you will carry out the activities and services that you have planned in order to ensure the project's success.

You want to develop a time line of activities for each goal.   Examples of a project design, there is a goal to provide parent and caregivers with tools and knowledge to support K through 8 literacy skills at home.   You always want to talk in terms of who, what, when, where, and generally why. First, our staff will receive training from a nationally recognized firm, nationally recognized program. At the same time, we will hire a part time literacy coordinator who will receive specialized training. Next we will purchase appropriate materials for literacy workshops, for adults and caregivers. After that we will include books, fun exercises, games, and hands-on projects in literacy

backpacks for children.   Then finally we will create a check out system for the literacy backpacks.   At regular intervals, we will solicit feedback from program participants to see what we are doing right and what we need to revise.

If your project includes plans to create digital products, you must provide evidence that you have considered key inventory needs, technical requirements, and access issues relating to your digitization projects.

The digital content supplementary information form is a required document.   We do suggest that you look for partners and shared resources.

>> MARY ALICE BALL: Just to emphasize to people, if you have trouble, it can be an intimidating document.   Please contact us.

>> JAMES LONERGAN: Absolutely.   Next we want to talk about evaluation.   How will you know whether this project was successful?   How will you know what knowledge, skills, attitudes, or behaviors have been changed in the target audience?   The answer will be in the power of the stories that you hear from participants when you ask, what has changed for you?   How has our project made a difference in your life?   You want to talk in this section about how you will measure that.   What information will be collected during the

project to compare with the baseline data to determine these changes?   How often will you collect it?   What data sources will you use?   And these can include surveys, interviews or informal feedback.   During the project, what interim benchmarks will be established to ensure that the project stays on track?   Dissemination section, we would like you to describe specific methods by which information about the project results and lessons learned will be shared both locally and nationally with the Native-American community and the library field.

This can include radio, newspaper, TV outlets, community meeting venues to get the word out to the community.   And then more nationally, a state or national conferences, national publications, websites, blogs, etcetera, to get the word out to a broader audience.

We definitely encourage you to submit information to us, so we can help get the word out through IMLS channels.

The sustainability section, please describe your plan to sustain the project activities and results beyond the period of federal funding.   What specific viable alternative funding sources are you considering?   We suggest researching tribal funds, other federal agencies, local foundations,

Foundation Center resources, and be specific to show that you have done your homework.   Who would fund this type of activity?

The budget, what will it all cost?   What do you need and why do you need it?   You want to address salaries and wages, fringe benefits, consultant fees, project related travel, supplies and materials, services, and other cost.   Will the tribe or any partners be able to provide some cost sharing to show its commitment to the project?   Please remember that is not required, but it is encouraged.

If you do include it, you do want to show evidence of meeting the proposed cost share in the financial reports.

Other required documents include the one page abstract.   We suggest writing this last, after you really know what you are doing.   In the abstract you want to answer these questions: What is the budget and time frame for the project?   What community need will the project address?   Who is the intended audience for the activities?   What will be the specific project activities, results, and tangible products?   What are the intended outcomes for audience members in terms of measurable changes in knowledge, skills, attitudes or behavior?   Other required documents include

the program information sheet, schedule of completion and there is a sample of that in the guidelines, or NOFO.   A list of key project staff and consultants, and resume's for those key project staff and consultants.

   Conditionally required documents include your current federally negotiated indirect cost rate. When Mary Alice earlier referred to the OMB, grant reform, this 10 percent is the new minimum fee.   If you don't have it currently federally negotiated cost rate, you are able to use the 10 percent which is the new minimum.   Then also the digital content supplementary information form.

   Supporting documents can include letters of commitment from consultants, partners or other groups you work with, letters of support, your long-range plan if you have one, vendor quotes for equipment, furnishings or other large purchases, equipment specifications, and then a summary of your needs assessment findings.

   Also gaps and pitfalls, things that reviewers have seen that they really want to remind you to look out for, you want to make sure that you don't include -- you have, for example, for sustain ability, you want to make sure that it's not missing, because if they don't see a practical plan for sustain ability they don't see how it will have a

long term impact.   If there is no evidence that the committee has that input into the project, they want to make sure, you want to make sure they see that.   You want to make sure you are not trying to do too much, where reviewers might say one person can't do all that.

   You want to make sure that the proposal isn't vague and that you don't have incomplete responses to the review criteria in the narrative section.   They really want some specificity.

   You also want to make sure that you do include supporting documents, and that ideally they are strong.   And reviewers here, if they say, the community wants this project, but they don't see backup letters, here is a couple other examples, that you plan to digitize your archives but you are purchasing expensive equipment when you could outsource for that, and then the support lawyers are all exactly the same, just signed by different people, those are all not positives, gaps and pitfalls.   Before you submit the application, you want to get feedback and do revisions.   Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure and grammar and spelling.

   Consider the feedback and revise accordingly. Proofread the final version carefully, using spell

check feature.   Coordinate with tribal administration to submit all the application components through grants.gov before the deadline.

Grants.gov as Mary Alice stated earlier, IMLS can only consider proposals submitted through grants.gov by the deadline.   All proposals must be complete.   Grants.gov will not accept applications with missing required documents.

The applicants, the application must have a current DUNS number, and SAM.gov registration must be active in order to be eligible.

Registration cannot be done at the last minute because it can take weeks and in some cases even months for approval.

These are federal requirements and cannot be waived by IMLS.

The review process, the applications are submitted by March 2, we will first do a eligibility and completeness check.   They will then go for field review.   Then they will go for panel review and panel review meetings, those that meet the threshold.   The final funding decisions will be by the IMLS director.   For the moment, at the moment we are planning on announcements in August, but that is contingent.   We have projects starting on October 1, 2015.

Now, we are at -- that is pretty much what we wanted to cover in the presentation, and we are happy to take any questions, if you would please submit them through the chat section.   Don't be shy.

   >> MARY ALICE BALL: When we say the chat section, you should see the bottom box down below, in the bottom left hand corner of your screen.   That is where you will post your comment.   (pause).

   Ann is asking are there any restrictions on applying for this grant, for instance, if you are currently working on an in progress enhancement grant?

   So you can apply every other year, and it depends on whether you have a one-year grant or a two-year grant.   You can't have two enhancement grants at the same time.

   >> JAMES LONERGAN: Right.

   >> MARY ALICE BALL: But if you are finishing one up, and then this would begin in the next cycle, yes, you can go ahead, if you are currently working on an in-progress one, as long as it ends before October 1, 2015.

   >> JAMES LONERGAN: The next section, try to submit 2014 indirect rate along with the question of 2015 rate if their 2015 rate isn't approved yet.   I

think we would say yes.   When we get close to making the award, we would then take into account the new rate, as long as it has been approved by the time we do the award.

>> MARY ALICE BALL: Really, it is usually, we go with what you submit, but when you do have one that is in progress, yeah, feel free to send us information about both.

>> JAMES LONERGAN: Any other questions? You're welcome.

What is the rule about requesting indirect on consulting cost, isn't there a cutoff of a line item.

(mumbling) it's modified total direct cost.   I don't have the details on that directly in front of me.   I know for example, you can't indirect costs you can include equipment generally do include salaries.   That is in the new regulations, discussed in some detail.   We are happy to follow up with you after the call.   But generally speaking, the indirect cost rate does not apply to.

(someone coughing).

All costs.   It is modified total direct cost.

>> MARY ALICE BALL: Next question, under eligibility requirements, you said the federally recognized tribes are eligible, and ones who have received the basic grant, is it or, or must you have received the basic grant to apply?   You must

have an active basic grant in order to get an enhancement grant.   This year, because we have faced some unanticipated delays, the basic enhancement, the basic grants application has not yet been posted.   But the deadline, we still have set as April 1.

And so, you go ahead and apply for the enhancement grant.   But then you need to make sure that you do apply for the basic, when that is announced.

We understand the timing will be a little off.   So we will be sensitive to this issue.

>> JAMES LONERGAN: There is a question about, in a small village where needs assessment is done in an informal way, can that just be documented anecdotally?

>> MARY ALICE BALL: That was part of Ann's about the cost.

>> JAMES LONERGAN: As far as the needs assessment, keep in mind it is fine as well, generally we want to see that you have actually gotten community input, and if that's in a focus group or survey or more informally, we want to make sure that you are clear in showing that you really have done research, that you have reached out to your community.

So it can be informal.

>> MARY ALICE BALL: Ann, we are going to move in closer to the phone, to see if the -- the sound just dropped.   Can you hear us better? And can other people hear us?

>> JAMES LONERGAN: We want to make sure that people can, we just got a comment that it was hard to hear us.   Sound came back.   Sorry about that.   Just to finish up the last comment about the needs assessment, that informal is okay, but please just make sure that it is documented that you do discuss, that it is a small community, and you did your needs assessment informally, but you really do want to make sure that you make that clear.   But that is okay.   There are a variety of ways of doing needs assessment are fine.

>> MARY ALICE BALL: Joy is asking, if a tribe is having trouble with their tribal government, how would that affect getting documents filled out?   I'm sorry, Joy, I'm aware of a couple of places where this is an issue right now.   And the grants are made to the tribal, to the tribe itself, not to the tribal library.   So this would be something that I think you want to talk to people and make sure they are all on board before you go to the trouble of filling out the application.

And also, in order to get them to appreciate what will happen, if your basic grant funding, not

even the enhancement grant but if your basic grant funding disappears, what that will mean to keeping the tribal library open.

We have tribal governments that quite often haven't understood it, until the libraries had to close its doors.

>> JAMES LONERGAN: Any other questions? If you don't have any other, we certainly have more time, if you do have questions.   If not, I'll just switch to our contact information on the next slide. As Mary Alice mentioned earlier, you can contact Mary Alice or me and at NALS help at IMLS.gov. Here is a link to the IMLS website at the top, and then to the 2015 enhancement grant guidelines, Notice of Funding Opportunity as well.   Last call. Any other questions?   Is there a link to the new grant regulations with modified cost information on the IMLS website?   There is actually, if you were to go into the IMLS website and there is across the top, I believe it's IMLS, is it under -- let me take a quick look, see if we have it open.   Across the top, if you see under resources, sorry, under news, if you go under the blog, I know we did a blog post back in, I think it's actually in December, that talks about the new uniform guidance has the link to that.   To be honest with you, if you Googled and put in new uniform guidance, you

would come up with, you can go to the OMB website.   I don't know that we have it posted directly on our website.   But I know we do have links to it.   If you have any problem finding it, let us know.   But if you just search new uniform guidance, OMB, it will pull right up.

If that is not clear, please let us know.   We are happy to answer your questions directly.

Yes, the webinar, as Mary Alice mentioned at the beginning, you are able to right now if you would like to download the   .pdf of this, we will be posting a recording of this webinar within a few days on our website as well.   It takes a few days to do that.

>> MARY ALICE BALL: To do that, you can go to file in the upper left hand corner, click on save, and click on white board.   And all pages.   And then press okay.   Then you will see, when it says types of file, at the bottom, you will name your file. Then go to white board   .pdf.   It's the third option for you, in order to save it.

You will also be sent a link, if you put in your E-mail when you logged in, you will be sent a link to the webinar.

Last questions?

Thank you very much.

>> JAMES LONERGAN: Thank you.   Bye-bye.

>> Recording stopped.
(end of webinar at 2:45 p.m. CST)
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